

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7447382

Date Posted: 01/14/13

POSITION NO: 945752

Closing Date: 01/28/13

CLASS CODE: 4145

POSITION TITLE: HEAD START BUS DRIVER **

DEPARTMENT NAME: NAVAJO HEAD START - FT. DEFIANCE AGENCY

DEPARTMENT NO: 744 WORKSITE LOCATION: ROCK SPRINGS, NM

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: V59A

Days: M - F Permanent: SALARY: _____

Hours: 40 HRS WEEK Temporary: Duration: _____ \$ _____ Per Annum

Part-Time: No. of Hrs/Wk: _____ \$ 12.48 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs daily and documents Pre / Post school bus inspections; safely transports enrolled children from home to center and return home; to monitors the school bus to ensure safe riding practices(i.e. loading and unloading procedures, proper safety restraints systems usage and releasing child to authorized caretakers). Cleans and sanitizes the school bus seats, safety restraints systems, floors, windows mirrors, rails, door handles; documents mileage logs, maintains fuel and maintenance reports expenses; prepares and submits monthly transportation reports; conducts School Bus Safety Training and Pedestrian, Bus Monitor Training for staff, parents and children; performs bus and safety drills and presentations; report to supervisor and Fleet Coordinator on school bus deficiencies for minor to major repairs and Service Schedules; verbal and written communication effectively with staff, children, parents and community on Head Start Program activities, required to participate with classroom instructions to maintain compliance with adult/child ration requirements; assist teacher with lesson plans on School Bus and Transportation safety instructions.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED, and a valid State Drivers License with P & S (passenger, school bus) endorsements

Experience:

One Year in School Bus Driver with School District or Head Start Program.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, licenses, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Federal, State and Navajo Nation Traffic Regulations and practice for Transportation of school age children; knowledge of inspections; basic skills in School Bus operation and preventative maintenance; knowledge of age appropriate learning and socialization activities. Work requires lifting up to 50 pounds, carrying, stooping, bending and working with children ages three to five years old.

License/Certification Requirements:

Must pass a criminal background check investigation (Fingerprints and assessments) and a Physical Examination with Tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain First Aide/CPR, Food Handler Permits, Navajo Nation Operators Permit.

**** UNION POSITION**

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99